



Washington State Criminal Justice Training Commission
Field Training Officer Academy
June 6-10, 2011
Federal Way, WA

ADDITIONAL COURSE INFORMATION

Arrival: You are requested to report on **Monday, June 6, 2011**, to the Federal Way Police Department, 33325 8th Ave S, Federal Way, WA. **Classroom hours are 0800-1700.** Please bring a copy of your acceptance letter to class with you. The acceptance letter is required for admittance to this class.

Travel/Meals & Lodging: Is the responsibility of the applicant or his/her agency.

Costs/ **\$60;**

Payment: Please note: WSCJTC is unable to accept credit cards as a form of payment. Agencies will receive an invoice, once the course has concluded.

Attire: Business casual attire is appropriate for classroom wear. *Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.*

Note-Taking: Note-taking items such as notebook paper, pens, and pencils, will not be made available at the training site, and are the responsibility of each attendee.

Smoking/ Alcohol: Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.

Telephone: You should advise your family and agency of how to reach you at the training facility in the event of an emergency. Please have caller identify the class, by name, that you are attending.

EMERGENCY ONLY: Bryan Klingele 253-835-6878

They will **not** take personal messages of a non-emergent nature.

Firearms: Firearms will not be used in this course.

Attendance: Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.

Cancellation Guidelines: If for any reason it becomes necessary to cancel this application, please notify the Registrar's Office at registrar@cjtc.state.wa.us no later than May 27, 2011 to avoid late cancellation fees. Your agency will be billed \$50 or the course fee whichever is greater, for late cancellation and no shows. No exceptions will be made.

Responsibility for Injuries: Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.